

## gmh's Top Ten Things to consider...

### Clauses in an employment contract

- ✓ Who is your employer and is it properly identified in the contract?
- ✓ Have you received an offer letter containing basic terms and conditions?  
Is your employment contract consistent with the offer letter?
- ✓ What is your notice period? Minimum notice periods are required by law but these can be extended by agreement.
- ✓ Is there a pay in lieu of notice provision? If so, is it appropriate? It can affect the tax treatment of any compensation you may receive on leaving your employment.
- ✓ Does your employer want to include restrictions on your freedom to compete with it or engage with its staff or clients after your employment ends? Are you happy with these restrictions?
- ✓ Are all the benefits you have been promised, such as pension contribution, share options, medical cover, life assurance and short and long term sickness pay, included in the contract?
- ✓ How much holiday can you take and what is the process for taking it?  
What happens to unused holiday?
- ✓ Have you agreed what your duties and job title will be?
- ✓ What are your hours of work? There are laws in place governing how many hours you are allowed to work.
- ✓ What other policies and procedures does the company have? Have you been given copies of them? These may include disciplinary and grievance, health and safety, maternity and paternity policies, amongst others.

